

DEPARTMENT OF HUMAN SERVICES
DIVISION OF JUVENILE JUSTICE SERVICES
POLICY AND PROCEDURES

Policy No: 05-11

Effective Date: 07/05

Revision Date: 07/11/05

Subject: Youth Property Control

I. Policy Statement

The Division shall protect and secure a juvenile's property anytime they are required to surrender their property to the Division's control.

II. Rationale

Juveniles in Division programs and facilities shall have the right to have their personal belongings, with the exception of illegal contraband, safely secured while in the care of JJS.

III. Definitions

For the purpose of this policy, "contraband" means items illegal by law or prohibited by the agency, facility, program, or caseworker. Contraband includes, but is not limited to: tobacco, drugs, paraphernalia, alcohol, weapons, or items capable of being used as weapons, expensive items such as jewelry and money, and items which would interfere with the treatment process.

IV. Procedures

A. At admission, all of the juvenile's belongings shall be properly itemized.

1. Any money, or other identified valuables, shall be documented and placed in the facility's safe or the program's secure area.
2. A list of any contraband discovered shall be made. Illegal contraband shall be indicated and documented as such, then properly disposed of according to procedure.
3. All inventoried and documented items on juveniles shall be signed for by the juvenile and staff, at the time of admission.
4. All juveniles' belongings, which they are not allowed to possess while in the program or facility, shall be safely stored during their stay.

B. During the juvenile's stay in the program or facility, any additional personal property brought into, or personal property removed from the facility or program, shall be documented and signed for by both juveniles and staff. The property shall then be stored according to procedure.

C. At the juvenile's release from the program or facility, all personal belongings shall be returned to the parent/custodian or the legal guardian. Signatures are required of the juvenile and legal guardian, or individual receiving custody for verification at release, of the property documented and returned.

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- D. The Division shall be responsible for the juvenile's personal belongings and property, which is left in a facility or program for up to one year (365 days) after release. Any property unclaimed after that period becomes the property of the state for use for "correctional purposes" or for donation to charity. Juveniles shall be notified about this policy.

V. Continuous Renewal

This policy shall be reviewed three (3) years from its effective date to determine its effectiveness and appropriateness. This policy may be reviewed before that time to reflect substantive change.

This policy has been reviewed by the Board of Juvenile Justice Services and is approved upon the signature of the Director.

Jody Valantine, Chair
Board of Juvenile Justice Services

Date

Dan Maldonado, Acting Director
Division of Juvenile Justice Services

Effective/Revision Date